

MAIN FACS “TIPS & TECHNIQUES”

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Page 1

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IMPORTANT: This issue contains important operating information for all users of R★STARS and ADPICS. Please distribute promptly.

In this issue:

- **WARRANT AND EFT PAYMENT PROCESSING CLARIFICATIONS**

WARRANT AND EFT PAYMENT PROCESSING CLARIFICATIONS

There will be no batch run on any of the State holidays or Furlough days. Therefore, the last batch run of the week for the Christmas holidays will be on Tuesday, December 23, 2003 and for the New Year holidays it will be on Tuesday, December 30, 2003. No regular R★STARS warrants or EFTs will be generated with a holiday or furlough date (December 24 through December 28 and December 31 through January 4).

When generating R★STARS warrants or EFTs, the system will take the due date of transactions into account. When the due date is blank on a payment transaction and it is fully posted and error free, the system picks it up for payment processing the day it is posted. If the due date of the transaction is less than two business days in the future for warrants and less than three business days in the future for EFTs, then the transaction is also picked up for payment processing. Other future dated transactions are processed if warrant transaction due dates are two business days in advance and if EFT due dates are three business days in advance.